Project Objectives, Goals, and Implementation (POGI)
FY 2016 International Visitor Leadership Program

Funding Opportunity Number: ECA-ECAPEV-16-002

Office of International Visitors, Community Resources Division

Office of International Visitors
The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Bureau of Educational and Cultural Affairs, (ECA), Office of International Visitors (ECA/PE/V) for the FY 2016 International Visitor Leadership Program (IVLP). Proposals must conform to the NOFO, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying NOFO, the NOFO is to be the dominant reference.

I. STATEMENT OF WORK

IVLP participants are current or potential foreign leaders in government, politics, media, education, science, non-government organizations (NGOs), the arts, and other disciplines. They are nominated by officers at U.S. embassies overseas, approved by ECA staff in Washington, D.C., and generally have little or no significant exposure to the United States. See information later in this POGI for a glossary of IVLP terminology.

The award recipient is expected to develop professionally substantive and highly-customized projects that offer IVLP participants a well-balanced, well-paced, and varied experience in the United States. These projects must make a significant contribution to the professional development of individual participants while meeting Department of State (DOS) foreign policy goals and objectives.

In a cooperative agreement, ECA/PE/V is substantially involved in program activities above and beyond routine monitoring.

Specific Responsibilities of the Award Recipient Include:

A. Planning, organizing, and directing projects of travel, observation, consultation, study, and practical experience for foreign participants from countries throughout the world selected and assigned by the DOS for the IVLP. DOS will arrange international transportation for all participants assigned to the award recipient unless such transportation is being provided by other sources. In very limited situations the award recipient may be asked to purchase international tickets for participants.

B. Developing the full range of IVLP projects (IVLP, IVLP On Demand, and Global Government-to-Government Partnership (G3P): including Individuals, Individuals Traveling

Together, Single-Country Projects, Sub-Regional Projects, Regional Projects, and Multi-Regional Projects) for participants from all regions of the world.

C. Arranging IVLP projects around the specific themes provided by ECA/PE/V staff. Project themes typically include, but are not limited to, the following:

- Agriculture
- Counterterrorism
- Democracy and Human Rights
- Economic and Business Development
- Education
- Environmental Issues
- Freedom of Information
- International Crime
- Media
- Rule of Law
- Science and Technology
- Tolerance and Diversity
- U.S. Foreign Policy
- U.S. Government
- Women's Issues

D. Designing projects, typically two to 21-days duration, and including in each project itinerary representative geographic, demographic, and community diversity to ensure that each project encompasses a wide-range of opinions on the thematic topic. Balance and diversity should be reflected not only in the diverse itinerary but also in the range of opinions and perspectives to which participants are exposed; the professional backgrounds of interlocutors; the ethnic, socio-economic, religious, and age diversity of the American people with whom participants meet; and other factors which may be of relevance to the particular subject or participant(s) for whom programming is being arranged. "Diversity" should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic origin, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and improve the participants' exchange experience.

E. Planning and implementing the Washington, D.C. portion of all projects (including appropriate and relevant appointments, site visits, and social/cultural experiences) assuming that the majority of projects will commence in Washington, D.C. The Washington, D.C. program should include a short project orientation with an overview of the project theme and related issues and a central examination of federal policies regarding the theme. Group projects should allow sufficient time for participants to interact informally and develop personal connections. Award recipients are responsible for securing all appointments for the Washington, D.C. portion of the project unless otherwise specified; however, appointments at many federal agencies require DOS interaction to ensure support.

F. Developing project plans and itineraries which include visits to three to five regionally diverse communities including a combination of metropolitan and rural areas. Overseeing the development of local programming in cities throughout the U.S., working with Global Ties U.S. (formerly NCIV) affiliates in communities where they exist. If no Global Ties U.S. affiliate exists in a community deemed vital for the success of the project, the award recipient should work with another local organization in the community to arrange appropriate programming. The award recipient must contact local organizations to discuss project themes, the availability of project dates, local resources, and all project logistics. The award recipient is responsible for coordinating the participants' overall project activities within and

among the local community organizations and for monitoring the quality of programming throughout the project.

G. Working closely with ECA/PE/V program officers for each project. The ECA/PE/V program officer responsible for the national program exercises final authority to approve the project design, pace, itinerary, and budget expenditures within the parameters of current guidelines.

H. Working with Interpreters and International Visitor Liaisons (I/Ls) to enhance the participants' experiences. The ECA/PE/V program officer responsible for the national program arranges for the services of I/Ls, through the Office of Language Services, on a contractual basis for most IVLP projects. The award recipient is required to brief these contractors on project goals and design when they are assigned to a project and to work with them to ensure successful implementation of the project.

I. Carrying out all administrative, logistical, and reporting responsibilities, as established by the assistance award, and following all relevant federal guidelines and circulars.

J. Preparing a proposal and budget for each SCP, SRP, RP and MRP group project including staff travel, honoraria, and other project related expenses. Proposals shall be submitted to ECA/PE/V for approval by the due dates established by ECA/PE/V and found in the IVLP Guidelines Manual. Proposals should present the goals, objectives, and program plans for the project and must include at the beginning a one-page executive summary that lists cities, dates, themes and key appointments in each city. Proposed costs should utilize the format provided in current guidelines. Upon receiving the approval from ECA/PE/V, the award recipient may incur expenses for group projects up to the amount authorized in the project assignment.

K. Distributing copies of IVLP program books to ECA/PE/V program officers, in accordance with the IVLP Guidelines Manual and details listed below. An electronic version of the final program book for all projects shall be sent to the ECA/PE/V program officer by e-mail as a Word attachment or in portable document format (PDF) in accordance with the established deadlines in the IVLP Guidelines Manual.

L. Submitting copies of all IVLP-related local sponsor program schedules, reports or comments, letters, press coverage, social media content and other materials received by the Recipient to the appropriate ECA/PE/V program officer. Local program schedules must be emailed to the ECA/PE/V program officer no later than one day prior to the start of the local program. Potential or scheduled local press coverage must be shared with the ECA/PE/V program officer as far in advance as possible.

M. Coordinate domestic travel plans, secure tickets for domestic travel, arrange ground transportation, and make hotel arrangements for IVLP participants and I/Ls. Arranging all travel under the Agreement through DOS's Travel Management Center, Carlson Wagonlit Government Travel (or other designated provider), and ensuring proper billing as outlined by the Office of International Visitors. Under separate cover, the Office of the Executive Director (ECA-IIP/EX) will notify the Recipient of the amount of money to be obligated for

travel under this agreement. Funds will be obligated in the Bureau of Educational and Cultural Affairs and paid directly by DOS for exchange participant and Interpreter/International Visitor Liaison (I/L) travel in direct support of projects under this Agreement.

N. Managing funds and disbursing per diem payments to IVLP participants and I/Ls according to current guidelines. Maintaining accounting control over the funds provided by this award with proper documentation, including invoices, canceled checks, airline ticket stubs, etc. that adequately substantiate all payments charged to this award. All transactions related to this award must be identifiable as part of this award in the recipient's accounting system. Lack of such documentation could result in disallowed charges to this award.

O. Maintaining an individual assignment and expenditure record on each participant and I/L that reflects item-by-item the amount and purpose of all funds expended for each participant and I/L.

P. A maximum of one working meal is authorized per group project unless extenuating circumstances exist; in which case prior written approval must be obtained in writing from ECA/PE/V per current guidelines. Recipient should negotiate a fixed price per person of approximately $35.00. Per ECA guidelines, per capita costs may not exceed $45 excluding room rental. The authorized General Services Administration (GSA) rate for that meal must be withheld from per diem. The remainder of the costs can be absorbed as project costs. If costs will exceed ECA mandates, a per diem deduction is authorized; however, the deduction may not be used to pay for additional guests. The number of invited guests shall not exceed participants by more than a factor of two-to-one (exclude I/Ls from this ratio).

Q. Coordinating with Global Ties U.S. local affiliates to manage project meeting requests, local hotels, transportation arrangements, and other details to ensure smooth implementation of each project.

R. Enrolling all eligible participants in DOS's ASPE program through COINS and providing accident and sick coverage material to each participant covered by such policies. Assisting, when necessary, with claim resolution. The ASPE material shall be available to the award recipient through a web portal. Handling emergency situations (medical or other) that may arise during a project in collaboration with the ECA/PE/V team.

S. Maintaining office technology capable of exchanging information electronically with all partners involved in the IVLP. To facilitate communication with ECA/PE/V and local sponsors, the award recipient must have: e-mail capability; Internet access; and the capability to electronically communicate with the DOS standard data exchange mechanism, the ORDIV application.

T. Preparing program books and other supporting documents (e.g. appointment requests, bios, participant welcome letters, and mailing labels) for participants in each project according to the standard format outlined in the IVLP Guidelines Manual. Program book drafts must be

submitted to the ECA/PE/V program officer responsible for the national program for review and approval. The ORDIV application allows award recipients to develop the national program book and other supporting documents and generate them directly into Microsoft Word.

U. Attending the program opening session with the ECA/PE/V program officer to discuss the programmatic, logistical, and administrative aspects of the project. Closely monitoring the progress of the project as it unfolds through frequent consultation with the ECA/PE/V program officer, I/Ls traveling with participants, and the Global Ties U.S. local affiliates. Adjusting the project as necessary to meet requested changes and to ensure project is meeting its stated goals.

V. Obtaining written approval from ECA/PE/V for any out-of-town travel required for any project. Evaluations are to be planned and implemented in conjunction with the ECA/PE/V program officer responsible for the national program. Per diem calculations for award recipient staff are to be based on current GSA guidelines. Submitting an evaluation report according to reporting requirements outlined in the section of the POGI on Reporting Requirements.

W. Determining reasonable accommodation requirements and procuring appropriate services balancing the needs of the U.S government with the needs of the participant.

X. Making every effort to use vendors properly procured by Global Ties U.S. on behalf of the International Visitor Leadership Program (e.g. hotels, ground transportation, etc.). Global Ties U.S. is responsible for distributing approved vendor lists to the Recipient. If there are no approved vendors identified, then the Recipient shall be responsible for procuring the necessary services using their internal procurement procedures.

Y. Creating a social media plan for at least twenty percent of projects to increase the multiplier impact of projects and to enhance the overall goals of the program. The Recipient is required to follow current ECA/PE/V social media guidance and coordinate with the relevant ECA/PE/V program officer on all social media engagement.

Z. ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration, and widen participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms, including our International Exchange Alumni network. Virtual exchange components would be coordinated with and approved by the ECA program office

and U.S. missions abroad on a project by project basis.

AA.   Adhering to the applicable provisions of the Terms and Conditions for Domestic Grants and Cooperative Agreements incorporated by reference and made part of this award. The complete text is available at http://fa.statebuy.state.gov/.

BB.   Stating in any announcement or publicity, where appropriate, that these activities are assisted financially by the Bureau of Educational and Cultural Affairs of the Department of State under the authority of the Fulbright-Hays Act of 1961, as amended.

CC.   Complying with all applicable tax treaties and federal, state, and local laws on tax withholding and reporting for all foreign participants funded under this award.

DD.   Actively monitoring internal information systems to ensure a secure exchange of data. Recipient should address its organization's plans to minimize exposure to computer viruses, identify the software protection it uses, the frequency of its normal updates, and outline contingency plans should its computer system become infected with a harmful computer virus. DOS award recipients are also responsible for informing their sub-grantees of these requirements. The inability to process information in accordance with federal requirements could result in a requirement to return funds that have not been accounted for properly.

ECA/PE/V responsibilities include the following:

A. ECA/PE/V coordinates the planning, implementation, and evaluation of all IVLP project types.

B. ECA/PE/V approves and authorizes project-related expenditures.

C. ECA/PE/V coordinates the collection, review and dissemination of biographical and professional information for participants assigned to the Recipient.

D. ECA/PE/V coordinates all communication with overseas missions and participants prior to the program opening session.

E. ECA/PE/V oversees a list of federal gatekeepers for all award recipients to utilize when programming at federal agencies.

F. ECA/PE/V manages the IVLP Guidelines Manual, approves changes to the manual and notifies award recipients of any changes.

II.   PROGRAM-SPECIFIC GUIDELINES

The scope of work and most award recipient responsibilities are common across all types of

IVLP projects; however, there are some important variations in the planning procedures and cycles of each type of project. Proposals should address how the applicant will adhere to current guidelines as clarified in the most recent IVLP Guidelines Manual.

Individual Programs, IVLP Division

ECA/PE/V geographic branches are responsible for managing most Individual IVLP projects. Individual projects are initiated by the overseas missions, which provide biographical information and substantive program suggestions. Most individual projects will last 21 days.

The award recipient's work begins with a consultative conversation with the ECA/PE/V program officer in charge of the national program at least two-to-three weeks before the participant's arrival (planning for some projects begins much earlier based on the theme and requirements for other federal agencies). During this planning phase, the ECA/PE/V and the award recipient program officers discuss the Washington, D.C. appointments and develop a preliminary U.S. itinerary, which normally includes travel to three to five communities. The project's prospective sub-themes and appointments at each itinerary stop are outlined at this stage. During this planning stage, the award recipient's program officer is responsible for contacting local sponsors in the proposed communities to discuss resources and confirm availability. Following consultations, the award recipient will submit to ECA/PE/V a proposed project outline that includes, at a minimum, cities, dates, themes, and some resources for the each section of the national program. The proposed project outline is due by deadlines established in the IVLP Guidelines Manual. The ECA/PE/V program officer will e-mail the proposed plan to the U.S. mission the day it is received from the award recipient.

The ECA/PE/V program officer must receive a draft of the entire program book, including complete details of the Washington, D.C. (or other first city) program and a calendar outline of the national program by 3:00 p.m. on the Wednesday prior to the program opening session (for Monday or Tuesday sessions).

SUN	MON	TUE	WED	THU	FRI	SAT
			3:00 pm Draft Due		Final Program Due	
	Opening					

Earlier deadlines may be needed for countries in the East Asia and Pacific region given the significant time zone differences. ECA/PE/V program officers will discuss deadlines in the first conversation about the project.

Following the program opening session, the Recipient is responsible for confirming the national itinerary, logistics, and program details in coordination with the local sponsors. The final program book should be developed following the IVLP Guidelines Manual.

If deemed necessary, the program officers may meet with the participant on the last day of the

Washington, D.C. program to evaluate the Washington appointments, review the final program book, and disburse airline tickets, car rental vouchers, and reimbursement forms.

Individuals Traveling Together (ITT), IVLP Division

ITTs are projects for two to three individuals from the same country or region who share common professional interests. As with Individual projects, ITTs are initiated by the overseas missions, which provide biographic information and substantive program suggestions.

The project development and implementation of an ITT is similar to the Individual project. Shortly following the consultation with the ECA/PE/V program officer, the award recipient's program officer submits a brief draft project outline including cities, dates, themes, and some suggested program resources. The ECA/PE/V program officer, in consultation with the nominating mission, reviews the outline. After the outline is approved or amended, the award recipient finalizes the Washington, D.C. appointment schedule and the entire national itinerary. The draft and final program books must be submitted according to the same schedule as Individual programs. Earlier deadlines may be needed for countries in the East Asia and Pacific region given the significant time zone differences. ECA/PE/V program officers will discuss deadlines in the first conversation about the project.

Single Country (SCP) and Sub-Regional (SRP) Projects, IVLP Division

ECA/PE/V geographic branches are responsible for overseeing the development of SCPs and SRPs. Like Individual and ITT projects, these projects are usually initiated by the overseas missions. The difference between an SCP and an SRP is that the participants from an SCP come from the same country, while participants from an SRP come from two or more countries in the same region. The overseas missions submit detailed biographic information on each participant and program suggestions based on current mission strategic goals and interests of participants.

Work begins with a consultative session with the ECA/PE/V program officer approximately six-eight weeks prior to the group's arrival. ECA/PE/V and NPA program officers discuss program objectives, themes, and ideas for the national itinerary. Following this discussion, the award recipient must contact the Global Ties U.S. community-based members to discuss the availability of program resources to carry out the themes planned for each city and to determine whether the projected dates for the project are acceptable. Using information provided by the local sponsors, a proposal must be submitted to the ECA/PE/V program officer at least one month before the program opening. Proposals for SCPs and SRPs must include a budget which outlines enhanced project costs for the benefit of the participants, such as van or bus transportation, modest honoraria for speakers, books or subscriptions, rental of conference rooms, and a working luncheon per guidance in the IVLP Guidelines Manual.

After the proposal has been approved or amended by ECA/PE/V the award recipient proceeds with project arrangements. The detailed draft program book must be submitted three business days before the program opening session. If an SCP or SRP opens on a Monday, the draft is due by 3:00 p.m. Tuesday a week prior.

Regional Projects (RP) and Multi-Regional Projects (MRP), IVLP Division

ECA/PE/V geographic branches are responsible for developing an annual list of RPs and MRPs. For each RP and MRP, an ECA/PE/V program officer prepares a one-to-two page preliminary project summary (concept paper). The summary provides project dates and a general description, lists the DOS project goals, specifies desired background of the participants, provides additional project guidance, and is the starting point for the project proposal. Approximately 10-12 weeks prior to a project start date, the award recipient attends a consultative meeting in person or by phone with the ECA/PE/V program officer to discuss project objectives, themes, types of participants, and ideas for the national itinerary. Proposals are submitted according to due dates provided by ECA/PE/V/C/R when projects are assigned and are typically 60-days prior to the program opening.

Proposals should include sub-themes for each U.S. community visit, beginning with an overview session in the first city and continuing with a logical progression of the main project theme in other communities on the itinerary. At some point during the project, participants on larger projects are often divided into subgroups for visits to different local sponsors. Proposals for RPs and MRPs must include a budget, which outlines enhanced project costs for the benefit of the participants, such as van or bus transportation, modest honoraria for speakers, books or subscriptions, rental of conference rooms, and a working luncheon per guidance in the IVLP Guidelines Manual. Award recipients are required to submit to ECA/PE/V program officers a draft program book. The draft program book is due 11 calendars days prior to the project opening day (for instance, if the opening is on a Monday, the draft is due by 3:00 p.m. Friday, one week prior).

ECA/PE/V program officers typically conduct a review and evaluation session with participants at the end of each group project. The participants' impressions and conclusions are shared with overseas missions. When requested by the ECA/PE/V program officer responsible for the national program, the Recipient's program officer will attend the final evaluation session. An evaluation report must be submitted according to reporting requirements outlined in this POGI.

IVLP On Demand Projects, IVLP On Demand Division

Candidates for IVLP On Demand projects are nominated using the same selection criteria as candidates for other projects. Their projects are distinguished by several important factors:
- IVLP On Demand projects are 2-10 days in length.
- Some IVLP On Demand participants come to the U.S. for other professional or personal reasons. IVLP On Demand projects are often coordinated before or after these other activities.
- Funding for IVLP On Demand projects is limited. Participants receive no financial assistance for their international travel and some pay their own expenses during their U.S. project.
- The planning cycle is shorter for IVLP On Demand projects.
- Approximately 40% of all IVLP On Demand projects are arranged directly by the ECA/PE/V program staff rather than by an award recipient.

Close consultation with the assigned ECA/PE/V program officer should occur as far in advance as possible.

The draft and final program book deadlines are similar to those for an IVLP Division individual project. Earlier deadlines may be needed for countries in the East Asia and Pacific region given the significant time zone differences.

ECA/PE/V program officers will discuss deadlines in the first conversation about the project.

Global Government-to-Government Partnership (G3P) Long-Term Training Fellowship Program

The G3P program provides training and development opportunities for foreign government employees. This type of project includes a one to three day cultural orientation program, as well as placement at appropriate federal, state, or local government facilities. This program is longer in duration, typically lasting three to six months, but up to one year in some cases. Participants for these projects are carefully selected and interviewed by the nominating missions. Nominees are individuals with strong potential for leadership who are expected to engage in policy planning and coordination for their government.

Award recipients, in cooperation with ECA/PE/V/C/R and U.S. missions, will develop and design the projects utilizing information in the participant's biographical information. Award recipients are responsible for ensuring that appropriate training and cultural activities are implemented for each participant after their English language training.

Reporting Requirements

Except as noted below, the Recipient shall submit the following electronic reports, indicating the applicable agreement number, to IVLPGrants@state.gov. Failure to comply with these reporting requirements may jeopardize eligibility for future awards.

A. **Financial and Statistical Reports:**

    1.   **Monthly Statistical Reports:** Due by the 15th of each month. These reports should indicate by project type and title, the number of visitors for whom projects were prepared and the number of Interpreter/International Visitor Liaisons (I/Ls). The report should include all project categories and should be sent to **IVLPgrants@state.gov.**

    2.   **Quarterly Projected Expenditure Reports**: Due by the 15th day of the third month of each quarter. These reports should utilize the form provided by ECA/PE/V/C/R and indicate projections for the next quarter in the following categories:

- **Visitors Costs**: All IVLP Division project costs (including enhancement costs for non-MRP projects).
- **IVLP On Demand:** All project costs plus all enhancements costs.
- **Multi Regional Group Enhancements:** Please list ONLY the group enhancements for MRPs. This includes enhancement costs related to books and resource materials; conference rooms; expendable supplies; graphic design & printing; group ground transportation; group cultural event; honoraria; materials duplication; and working meals.
- **Interpreter/International Visitor Liaison (I/L) Expenses**
- **Travel Manager Card (TMC)**
  - Domestic travel for all IVLP Division projects
  - Domestic travel for all IVLP On Demand projects
  - Domestic travel for all Interpreters/International Visitor Liaisons (I/Ls)

Number of Participants:
  - IVLP Division participants (including MRP participants)
  - IVLP On Demand participants
  - Interpreters/International Visitor Liaisons (I/Ls) for IVLP Division
  - Interpreters/International Visitor Liaisons (I/Ls) for IVLP On Demand Participants

3. **Global Ties U.S. Community-Based Member Utilization Reports:** Due by the 15th of each month. The report is to be formatted in accordance with ECA/PE/V's template provided to each award recipient. The report should include the project number for each project.

B. **Program Reports**

1. **Individual, ITT, SCPs and SRPs:** For evaluation and reporting purposes, the national program agency officer should maintain regular contact with the ECA/PE/V program officer during these projects and report significant program accomplishments and/or difficulties. While typically not required, written reports may be submitted when warranted by events during the project, either at the initiative of the award recipient or at the request of the ECA/PE/V program officer. Evaluation reports are required for all projects in this category that include national partner agency staff evaluation travel. Reports should be sent to the ECA/PE/V program officer by e-mail no later than ten days after the project's conclusion.

2. **Regional and Multi-Regional Projects:** A two-to-three page project evaluation report must be forwarded no later than ten (10) days after the project's conclusion. The report should outline the highlights of each segment, giving examples of successes and shortcomings of the project and any improvements that could be included in future projects. Reports are required even if evaluation travel is not approved by ECA/PE/V. One copy of the report should be emailed to the appropriate

ECA/PE/V program officer and one to IVLPGrants@state.gov.

3. **Other Materials**: Copies of all IVLP-related local sponsor program schedules, reports or comments, letters, press coverage and other materials should be emailed to the appropriate ECA/PE/V program officer.

4. **Final Project Cost Reports for All Projects**: Actual costs for all projects should be provided to the ECA/PE/V program officer as soon as possible, but not later than 60 calendar days after project completion. The cost categories for each project are the same as those on the project assignment.

5.

National program agencies are **NOT** responsible for reporting on:
- International travel costs
- Incoming allowances, unless instructed by the ECA/PE/V program officer to provide these funds to the participant.

National program agencies **ARE** required to report on the amounts expended for the following categories:
- Cultural Allowance (national program agency portion – the amount normally held by the national program agency for each participant)
- Cultural Allowance (portion given to participant)
- Participant Domestic Air Travel
- I/L Domestic Air Travel
- Ground Transportation
- Other Costs
- Outgoing Allowance
- Per Diem
- Enhancement Project Costs. Report to the appropriate ECA/PE/V/R program officer for SCPs, SRPs, RPs, and MRPs and to the appropriate ECA/PE/V/F program officer for IVLP On Demand projects
- Educational Allowance
- Baggage Fees

C. **Other Reports**: Such operating, statistical, and financial information relating to the program as may be requested by ECA/PE/V to meet its reporting requirements and answer inquiries concerning the operation of the overall program.

GLOSSARY OF RELEVANT IVLP TERMINOLOGY

DOS Overseas Missions
Public Affairs Sections at the U.S. embassies and consulates handle public diplomacy activities including media relations and international exchanges. Each embassy prepares an annual plan, which identifies specific goals to be accomplished in the host country. The plans are usually

organized around major foreign policy objectives such as national security, economic prosperity, American citizens, law enforcement, democracy and human rights, humanitarian response, global issues: environment, population, health; and mutual understanding. This plan is a starting point for proposing most IVLP projects. Responsibility for nominating all IVLP participants rests with the overseas missions.

ECA/PE/V Program Officers
ECA/PE/V program officers coordinate all planning, design, implementation, and evaluation phases of the projects and serve as liaisons with overseas missions. ECA/PE/V program officers approve all IVLP nominations submitted by missions. Throughout the development of the project the award recipient should maintain close contact with the appropriate ECA/PE/V program officer. The ECA/PE/V program officer responsible for the national program exercises final authority in approving project design, pace, itinerary, and budget within the parameters of the IVLP Guidelines Manual.

Interpreters and International Visitor Liaisons (I/Ls)
Interpreters and International Visitor Liaisons (I/Ls) are assigned to accompany groups and individuals. These individuals are professionals who are typically under contract with the Department of State's Office of Language Services. The ECA/PE/V program officer responsible for the national program coordinates with the Office of Language Services for all assignments. I/L duties include interpreting during meetings and free time (interpreters only), facilitating contact with Americans, assisting with travel and program logistics, and bridging cultural gaps. I/Ls are the principal link with the participant during project travel. Most I/Ls submit a written report to the DOS at the conclusion of each project.

Exchange Visitor Database (EVDBe)
DOS database that stores participant and project data for all IVLP participants.

Global Ties U.S. (formerly NCIV)
Global Ties U.S. is a national network of individual and organizational members, national program agencies, and over 90 community-based members throughout the United States. These non-profit groups design and implement professional projects and provide cultural activities and home hospitality opportunities for foreign leaders, specialists, and international scholars. The DOS and NPAs rely on the community-based members of Global Ties U.S. to develop and implement projects throughout the country as local sponsors.

Global Ties U.S. Community-Based Members (CBMs, formerly CIVs)
In the past, local community members that administered the IVLP as sub-awardees of Global Ties U.S. were referred to as Councils for International Visitors or CIVs. These community-based members are predominantly nonprofit organizations with a 501(C)(3) designation that develop projects at the local level. Often these organizations are referred to as local sponsors.

National Program Agencies (NPAs)
IVLP projects are developed by private nonprofit organizations called national program agencies. These organizations coordinate the projects based on themes proposed by ECA/PE/V

or the DOS overseas missions. Organizations receiving cooperative agreements through the assistance award competition will become national program agencies.

ORDIV
The ORDIV application allows award recipients to share information and data electronically through the DOS Exchange Visitor Database (EVDBe) and with the community-based members. The application provides all program partners the opportunity to share information in the same database and NPA staff must make every effort to maintain accurate information in ORDIV. The application also allows production of the national program book and other supporting documents (e.g., evaluations, appointment requests and confirmations, participant welcome letters, and various mailing labels) generated directly into Microsoft Word.

Office of International Visitors (ECA/PE/V or OIV)
The Office of International Visitors, Bureau of Educational and Cultural Affairs, is divided into three divisions: IVLP, IVLP On Demand, and Community Resources. The IVLP and IVLP On Demand divisions are organized into geographic areas.

International Visitor Leadership Program Project Types

TYPE	DESCRIPTION	DEFINITION	FUNDING SOURCE
IND	Individual	One person	Comes from one country and funding source
ITT	Individuals Traveling Together	Two to three people from a single country	Comes from one country; possibly differing funding sources
SCP	Single Country Project	Four or more people from a single country	Comes from one country; possibly differing funding sources. Enhancement funding available
SRP	Sub-Regional Project	Four or more people from different countries within a geographic sub-region	Comes from differing countries and possibly differing funding sources. Enhancement funding available
RP	Regional Project	Six or more participants from different countries within a geographic sub-region	Comes from differing countries and possibly differing funding sources. Enhancement funding available
MRP	Multi-Regional Project	Twelve or more participants from multiple regions of the world	Comes from differing countries worldwide. Enhancement funding available
G3P	Individual/Group	Global Government-to-Government Partnership (G3P)	Could come from different countries, but currently only from

is a long-term fellowship program for participants to train at government agencies. Selected due to their potential for leadership within their individual ministries

Japan. Limited enhancement funding available

III.   PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing their program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

The proposal should describe how the organization intends to carry out the Statement of Work contained earlier in this section. The proposal should demonstrate a clear understanding of the work to be undertaken and outline the responsibilities of all key personnel involved. The proposal should set forth in detail the award recipient's management approach and work plan/timeframe. Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following

formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items under the section headings in the GrantSolutions' Application Control Checklist. All documents should be appropriately and clearly titled.

Online Forms:
SF-424, "Application for Federal Assistance"
SF-424A, Budget Information – Non-Construction Programs
SF-424B, "Assurances - Nonconstruction Programs"
Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, etc.

Program Narrative:
Executive Summary (One page) - in one double-spaced page, provide the following information:
1. Name of organization/participating institution(s)
2. Beginning and ending dates of the program
3. Nature of activity
4. Funding level requested from the Bureau, total administrative cost, and total cost sharing from applicant and other sources
5. Scope and Goals
    a. Description and approximate number of participants; approximate number of projects
    b. Wider audience benefiting from program (overall impact)
    c. Expected geographic diversity of program, both in the U.S. and overseas

d.   Anticipated results (short and long-term)

Narrative:
In no more than <u>20 single-sided, double-spaced pages</u>, provide a detailed description of the program addressing the areas listed below:
1.   Vision (statement of need, objectives, goals, benefits)
2.   Program Activities
3.   Program Evaluation (including an evaluation of the quality of work previously performed, evaluation of management practices, and new initiatives derived by lessons learned)
4.   Project Management
5.   Work Plan/Timeframe
6.   Lessons Learned

Additional Information to be Submitted:

Detailed Budget

Provide a detailed budget that includes only <u>administrative expenses</u>. Administrative expenses are those costs that include applicant's staff salaries, benefits, telephone, fax, printing, office supplies, etc.

The budget must include:
- budget table
- budget summary
- narrative describing each expense

All overhead costs associated with the program (for supervision, financial management, and other overhead expenses) are to be included in the proposal and should be controlled, reduced, or shared. The costs of support/central office in any parent agency (whether covered through an indirect costs' rate or as a direct cost) should be limited or cost shared to the extent possible and explained in the narrative.

Organizations should view membership in Global Ties U.S. as a recommendation and not a mandate. Any membership dues paid to Global Ties U.S. should be considered a cost share by the organization and not part of the administrative award.

Concrete plans to streamline operations covered by overhead and non-program staff functions should be described in proposal submissions. ECA is committed to containment of administrative expenses, consistent with overall program objectives and sound management principles. Additional budget guidelines are explained in the Solicitation Package and the mandatory PSI.

Budget submissions should include the types and numbers of projects the applicant proposes to program during the agreement period. Please contact Diane Crow, Branch Chief, Community

Relations Branch, (ECA/PE/V/C/R), Office of International Visitors, by e-mail at: crowde@state.gov or Patricia Johnson, Program Analyst (ECA/PE/V/C/R), Office of International Visitors, by e-mail at: johnsonpa2@state.govt to request a *Workload and Resource Table*. The workload and resource table should be included at the end of the Detailed Budget Submission and Additional Information to be Submitted in the GrantSolutions' Application Control Checklist and should reflect actual workload estimates for the coming year. This table will be used as a guide when assigning projects for the fiscal year. Any suggested preparation timeframes used as a guide for staff workload should be explained in the narrative section of your budget.

The recipient is ultimately responsible for programming the specified or agreed upon number of participants in the final cooperative agreement. However, the participant numbers should be considered a floor and not a ceiling. For proposals responding to a renewal of an existing cooperative agreement, the budget submissions should be based on the number of participants specified in the solicitation letter.

Include as part of the budget proposal plans for recipient's staff to attend the appropriate Global Ties U.S. national meeting in Washington, D.C., and for a percentage of staff to attend any scheduled training or other Global Ties U.S. regional events.

Recipients must include in their administrative budgets all fees related to providing per diem to all IVLP participants. ECA/PE/V prefers that all organizations develop relationships to allow efficient distribution of M&IE preferably by debit card and without reliance on traveler's checks.

Recipients have two types of printing costs associated with IVLP administration. All printing related to general administration of the program should be adequately described in the administrative budget. If printing costs can be directly identified for group projects on the project level, they should remain a project cost; however, recipients should clearly explain their approach to printing in their budget narrative.

All transportation costs related to administration of the program (e.g. traveling to ECA for meetings, travel expenses to attend local program openings, or travel related to development of resources) should be adequately described in the administrative budget. All expenses related to any allowable project travel (e.g. an opening or evaluation outside of Washington, D.C.) should be a project-level cost and should not be included in the administrative budget.

SAMPLE BUDGET FORMAT:
For the budget presentation, submit a budget including the following information:

Column 1   Approved FY 2015 ECA Bureau Funding Level or indicate "Not Applicable (N/A)" if no funding from ECA was received in FY 2015.

Column 2   FY 2015 Actual Budget (Actual expenses to date plus estimate of expenses through end of funding period) or Not Applicable (N/A)

Column 3   FY 2016 Bureau funds request

Column 4   Amount of Cost Sharing in FY 2016

Column 5   Total FY 2016 Budget (Total of columns 3 and 4)

Column 6   Percent of Difference Between Columns 3 and 1 (Indicate with +/-)

Staffing/Resumes

Provide a list of all individuals working full-time on the IVLP. If individuals are not full-time employees indicate the percentage of their time spent on the IVLP. Include any seasonal employees expected during the program year. The staffing list should include job titles, salary level, and years of service with the organization. Resumes of all new program staff should be included in the submission under Additional Information to Be Submitted in the GrantSolutions Application Control Checklist. No resume should exceed two pages.

Please identify the individuals you have included in your staffing list that your organization designates as key personnel. Key personnel are those individuals who have direct responsibility for the cooperative agreement and whose absence directly effects the continuation or provision of services under the cooperative agreement.

During the course of your cooperative agreement, you will be required to obtain prior approval for any changes, prolonged absences, or significant adjustments for any individuals on this key personnel list.

1. **Please note:** All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:
   - Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
   - Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of the final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

APPLICATION REVIEW INFORMATION

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

Review Criteria

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. **Evidence of Understanding/Program Planning**: The proposal should convey that the applicant has a good understanding of the overall goals and objectives of the IVLP. It should exhibit originality, substance, and precision in developing projects, and be responsive to the requirements stated in this document and the renewal solicitation letter. The proposal should contain a detailed and relevant work plan that demonstrates substantive intent and logistical capacity. It must adhere to the statement of work and program guidelines described in the POGI.

2. **Support of Diversity:** Proposals should demonstrate substantive support of the Bureau's commitment to promoting the awareness and understanding of diversity. Achievable and relevant features should be cited in both program administration (selection of program resources, interlocutors, and project venues, etc.) and project content (orientation and wrap-up sessions, meetings, resource materials, and follow-up activities). Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities.

3. **Institutional Ability:** The award recipient must maintain a Washington, D.C. presence. The proposal should clearly demonstrate the applicant's capability for performing the type of work required by the IVLP and how the institution will execute its program activities to meet the goals of the program. The proposal should reflect the applicant's ability to design and implement, in a timely and creative manner, professional exchange programs which encompass a variety of project themes. The applicant must demonstrate the potential for programming IVLP participants from all regions of the world. The proposal should demonstrate an institutional record of a minimum of four years of successful experience in conducting professional exchange programs similar in nature and magnitude to the scope of work outlined in this solicitation. Applicants must demonstrate how their organizations will

effectively consult with DOS program officers on a regular basis to ensure that the assigned visitor projects will consistently meet program objectives. Proposals must demonstrate an institutional record of responsible fiscal management and full compliance with all reporting requirements for past Bureau cooperative agreements as determined by Bureau Grants staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

4. **Project Evaluation:** While award recipients do not have sole responsibility for program evaluation, proposals should describe how the award recipient will evaluate the activity's success, both as the activities unfold and through required reporting at the conclusion of group projects, and address how lessons learned will be incorporated in future project planning. A description of the methodology used to link outcomes to original project objectives is strongly recommended. Applicants should also indicate how they will evaluate their project management.

5. **Cost-effectiveness and Cost Sharing:** The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All costs, such as building maintenance, should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

APPLICATION SUBMISSION

The NOFO indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program, contact Diane Crow, Branch Chief, Community Relations Branch, (ECA/PE/V/C/R), Office of International Visitors, by e-mail at: crowde@state.gov. or Patricia Johnson, Program Analyst (ECA/PE/V/C/R), Office of International Visitors, by e-mail at: johnsonpa2@state.gov.